G. R. S. 58]

Previous references. 192 7. (Courts) **File No.** 208-22

Serial Nos. 1-4

Later references.
No. 65-24(60,62-63)

Preserve

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. Four

Part B for Feb 25

SUBJECT

Report of the Inspection of the Govt Advocate's Office Conducted by him in March 1923.

The Govt Advocate.

No. P 4107 of 2. 2. 25

Approves the rules framed by the Govt Advocate for the preservation & destruction of records in his office.

4.4.25

G. R. S. III—3]

ROUTINE NOTES.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

D 4757
D

Letter No. 807 dated 16/17 3 25 from the Govt Advocate forwarding the report of the Inspection of this office conducted by him on 6th & 7th March 1925

Ld. The following defects are noticed

Ques: 12: Non maintenance of a register showing the receipt & issue of Stationery

Stock & Issue Regr are said to be maintained (vide Qn 1), but only indent books maintained. Issue perhaps not material as the office is a small one

Ques: 46: Absence of rules for the periodical destruction of records

yes The Govt Advocate may perhaps be requested to propose rules for the Judicial Dept.

Ques 47. Non maintenance of a permit book

This may be insisted on

Besides the above detailed answers for every item or part of the questions not given in some cases e.g. Replies to Questions 10, 11, 23, 24, 26, 36, 37, 38 & 44.

In the cases of some of these the answer 'Yes' seem true in respect of all the questions

Perhaps the report may be recorded with the above observations.

Please put up draft.

22/3/25

with only Nos 46 & 47 printed out

N. B.—Should routine notes be written on small slips the notes must be copied, or slips pasted on this form.

458/

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

~~Rule 5(1) Register of Decrees~~

CMS A
17/4

What the matter is being worked up & will be forwarded to Court shortly.

This will if approved be executed. — Yes. CMS 16/4

Jr. Ind 16/4.

The Rules promised to be sent shortly have not yet been received. Draft D.O. Reminder is put up for approval. — Issue CMS 15/5

Jr. Ind 15/5

Issued no. P. 6279 dt 17.5.24

Rules have not been received yet. Put with a draft D.O. R.

Issue CMS 4/7

Ind 4/7

Issued no. P. 59 dt 8.7.24.

Submitted with a D.O. Reminder to the Court. Advocate.

Jr 30/7.

Ind

Issue

30/7

Issued no P. 576 dt 2.8.24

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Subject cont. to Do. Reminder for approval.

Jr 19/8. init

Issued no P. 854 of 20.8.24

This matter has been pending for over 1 year and in spite of repeated reminders no reply has been received except an ad. interim reply of 6.4.24 stating that the matter was being worked up and would be forwarded to Govt shortly.

Subject for order with another draft Do. reminder to Govt.

init

Issued no P. 13887 of 11.9.24

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form

Subject for order with a draft Do. reminder.

Jr 3/10. init

Reminder to Govt. has not replied in spite of several

458/24
P

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Reminder. Case may perhaps be brought to notice of Hon'ble Members.

Ch Sec
1st member

5379
26-10-24

Issued no P. 2568 dt 14/11-24

The file may perhaps be closed since the Govt. Advocate seems to be bent upon not complying with Govt order dt 5-5-23. in spite of several reminders. HK.

Submitted with a draft D.O. reminder for order.

28/11.

Ch Sec

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

Issued no P. 2920 dt 6-12-24

Routine Notes.

To be used only for notes, requisitions, etc., not intended for permanent record.

From.

Rd. with a draft
S/12/24.

Compare these rules
with those of the rules
in the Chief Court +
in the Secretariate
Records - & Copy up

[illegible]

Read with the Mysore Record Manual
Vol II and G. & R.S Manual. The
~~Rules~~ number of years prescribed
~~for~~ the various items is the same
as has been prescribed in the Chief
Court (Pages 51 & 52 of the Record

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form

Manual) except the items which
are not ticked in pencil -
Rule 3 refers to files already
used as they are all copies except item (7)

Serial No.

the period of retention has been fixed for 3 years (Vide Rule 8)

Submitted for orders

18/2/25

The rules may be approved -

Sd/ 27/2

Sd/ 5/1

Sd/ 5/1

Sd/ 5/1

Sd/ 9/1

Sd/ 20/1

Sd/ 20/

Brought in person

Record removal to be noted

5371 6.1.25

4 To the Govt Advocate No P 4100 dt 2.2.25

Approves the rules framed by the Govt Advocate for the preservation and destruction of records in his office

Sent BI with receipt for copies

11/2

34322

4757

WD 978—GPB—500—22-11-21

No. 587

OFFICE OF THE GOVERNMENT ADVOCATE IN MYSORE;
Dated Bangalore. 16th March *1923*.

FROM

The Government Advocate in Mysore,
BANGALORE.

TO

The Secretary to the Government
of H. H. The Maharaja of Mysore,
General Department.

SIR

Adverting to Government Order No.68-E.A.G. dated the 28th July 1916, I have the honour to forward herewith, the Report of an Inspection of my Office held by me on the 6th and 7th March 1923.

I have the honor to be,
Sir,
Your most obedient servant,

Government Advocate.

MEMO OF QUESTIONS FOR THE INSPECTION OF THE OFFICE OF THE GOVERNMENT ADVOCATE IN MYSORE.

1. Name and designation of Inspecting Officer K. SHANKARANARAYANA RAO, Esq., (Government Advocate). M.A., B.L.,

2. Duration of inspection
   Date commenced...6th March 1923.....
   Date concluded .....7th March 1923.....

3. Previous inspection
   Date..... .....
   Name and designation of Inspecting Officer... ...

I. GENERAL.

1. Is the office accommodation sufficient and suitable? Are the rooms and premises kept clean?

The Office accommodation is quite insufficient. The rooms are kept as clean as it is possible under the circumstances.

2. Is an attendance register in use? Is the attendance regular? Who checks the register daily?

Yes. An Attendance Register is maintained. The Head Clerk checks it daily. I also do so occasionally.

3. How many clerks are working in each branch of the office and what is the qualification of each?

Two Clerks. The Head Clerk has passed the Mysore S.S.L.C. Examn. Typewriting Intermediate Examn. and Shorthand Intermediate Exmn. Also holds a Pitman's II Class Certificate in Shorthand. The II Clerk:- S.S.L.C. failed. and passed Typewriting Intermediate, and Commercial Correspondence Elementary Examns.

Service Registers, Lists of Establishments, etc.

4. Is a record of the qualifications and services of the ministerial officers maintained up-to-date? ... ... Yes.

5. Is a service register maintained for every permanent official and brought up-to-date? Are these registers arranged in order and kept in the records in a separate box? Who keeps the key of the box?

Yes. They are with the Head Clerk.

6. Is an office order book maintained? Are orders of leave, punishment, etc., regularly recorded and given effect to?

Yes. They are all regularly recorded.

7. Are all appointments made in accordance with rules pertaining to the Department?

Yes.

Distribution of Work

8. Is a record of the distribution of work among the several clerks maintained? Is the work assigned to each official sufficient without being excessive?

Yes. A record of the distribution of work is maintained. The work of the Office is somewhat heavy for two Clerks.

9. Does each official maintain a diary and do the entries show sufficient work for each day?

Diaries not maintained.

Furniture List.

10. Is a register of furniture maintained? Are all articles of furniture entered therein together with details as to the cost and date of purchase of each? Is the register verified once every quarter and the result reported to the head of the office? Is a similar list maintained for tents?

Yes. A Furniture Register is maintained.

Tents are not supplied to this office.

Stationery and Forms.

11. In whose custody is the office stationery? Are the stock and issue registers regularly maintained? Are they submitted monthly for the inspection of the officer in charge? Is a verification by stock-taking done once a year?

With the Head Clerk.
Yes. A Register is maintained.

Is a general indent book maintained for monthly issue of stationery?

Same as above.

12. Who keeps the stock of forms? Where are they kept? Are they neatly arranged? Are all receipts and issues noted in a register?

The Head Clerk. They are kept in an almirah in the office. The forms in use being so few, no Register is maintained for them.

13. Is a register of periodical issue of stationery maintained? *Vide* Rule 36 of the Stationery Rules.

Yes.

Library.

14. In whose charge is the office Library and where is it kept?

Head Clerk. It is kept in the Officer's room.

15. Is a register maintained for entering books and publications as they are received and is it written up-to-date?

Yes.

16. Is a catalogue of the office Library maintained up-to-date?

Yes.

17. Are all books received into the Library correctly labelled and deposited in their appropriate places?

Yes.

18. Are all correction slips inserted in their proper places in the volumes of enactments, rules, etc.?

Yes.

19. Are any books issued without a receipt or lent to strangers without the permission of the head of the office?

No.

20. Is a monthly report of books removed and not returned submitted?	There has been no occasion for making such Reports.
21. Are cases of loss of or damage to any books reported promptly and orders obtained for their replacement?	There has been no occasion for making such Reports.
II. CORRESPONDENCE AND REGISTERS.	
22. Are the registers of inward and outward correspondence properly maintained with cross references regularly marked?	Yes.
23. How many of such registers are maintained? Are a peon book and tappal book maintained?	1. 'TO' Register. 2. 'FROM' Register. 3. 'U.O' TO Register. 4. 'D.O' Register. Peon Book is also maintained.
24. Are the registers written up neatly? Are the entries concise and clear?	Yes.
25. Are all receipts classified in the manner laid down in Rule 11 of the General Rules of Office Procedure?	Yes.
26. Is there any delay in the fair copying and despatching of letters? Are all papers despatched invariably on the day they are signed or the following day? A few issues may be examined with reference to the refer book, peon book and tappal book.	No delay.
27. Are all the registers periodically examined by the head of the branch and the ministerial head of the office and signed by them in token of their inspection?	Yes.
III. CASH AND CONTINGENCIES.	
28. Are the following registers prescribed by Rule 25 of the General Rules of Office Procedure maintained?	
(1) Cash Book.	Yes.
(2) General ledger or classified abstract of the monthly totals of the Cash Book.	Yes. A Ledger for Civil Cases is maintained.
(3) Contingent Register.	Yes.
(4) Order book for contingent charges.	Yes.

29. What is the amount of permanent advance held by the office? Is an account of it correctly kept? What is the balance on hand? Is it forthcoming?	The Permanent Advance is Rupees TWENTY only. The Balance on - hand is Annas FOUR only. Yes. It is forthcoming.
30. Is there any money on hand awaiting remittance to the Treasury or payment to parties? Details may be furnished.	No money awaiting Remittance to the Treasury.
31. Are there any long standing advances made out of the office imprest, awaiting adjustment? Details may be furnished.	None.
32. Are all charges incurred on account of contingencies entered in the contingent register from day to day? *Vide* Article 81 of the Civil Account Code. Are totals struck at the end of the month?	Yes.
The necessity for any unusual charges may be scrutinised.	---
33. Are all contingent charges incurred under due authority, sanction of higher authorities being obtained where necessary?	Yes.
34. Is the abstract contingent bill drawn at the end of each month in the manner laid dawn in Article 83 of the Civil Account Code and are the initials of the head of the office obtained?	Yes.
35. Is the expenditure kept within the budget grant?	Yes.
36. Are the detailed contingent bills of each month submitted with vouchers regularly by the 1st week of the succeeding month as required by para 210 of the Mysore Treasury Manual? Are all disallowances promptly deducted from the succeeding contingent bills?	...
37. Are salary bills prepared with reference to the attendance register, leave register and office order book? Are drafts of the pay bills maintained?	Yes.
38. Is an acquittance roll maintained? Are all salaries drawn duly disbursed and proper receipts taken therein? Is a stamped receipt obtained for payments of over Rs. 20? Is the register examined every month by the head of office?	Yes.

39. Are the bills and payments posted in the cash book?	Yes.
40. Is undisbursed pay shortdrawn invariably in the pay bill of the next month?	Yes.
41. Are all sums drawn on travelling allowance bills disbursed and acquittance taken?	Yes.
42. Are drafts of the office travelling allowance bills maintained in a register?	Yes.

IV. RECORDS.

43. The rules, if any, under which the records are arranged may be quoted. If no such rules exist, the system of arrangement followed subjectwar or chronological, etc., may be briefly explained.	The Records are arranged in chronological order.
44. Are all the records sorted according to the prevailing system? If not what is the quantity of papers remaining to be sorted? What time is necessary to complete their sorting?	All Papers are arranged.
45. In whose charge are the records kept? Are records permitted to be removed without a substitute slip signed by the requisitioning official?	The Head Clerk. No.
A list of the records taken out of the record room and outstanding for long periods may be given.	---
46. Have rules been framed for regulating the periodical destruction of unserviceable records and have all time-expired papers been eliminated according to such rules?	No.

V. MISCELLANEOUS.

47. Is an inspection minute book maintained and whether points noted in previous inspections have been attended to?	No.
48. General remarks, if any.	

BANGALORE,
7th March 1923.

Government Advocate.

G.R.S. VI G 34]

SUBJECT.....

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Diary No. of letter replied to.....4787.....

Section 65

File No. 208-22

Serial No. 2

General and Revenue Secretariat

( )

Proceedings of the Government of His Highness the Maharaja of Mysore

, *the* *192*

Date of issue.....5/6/23.....

Signed by.....Hrs C.A. Shanti.....

Read—

letter no: S-07 dated 16/17.3.23 from the Govt Forest Conservator forwarding the report after inspection of his office enclosed by him under 6th & 7th March 1923.

May this be

i Printed ?

ii treated as a standing order ?

iii published in the Gazette, English Part ?

iv translated ?

v placed at the disposal of the press ?

vi published in the Gazette, Kannada Part ?

Order Thereon No. P 10628 of 5.5.23.

Recorded.

2 The Govt Forest is requested to prepare rules for the sanctioned ~~Govt~~ regarding the preservation and destruction of records, ~~abstracts, books~~, and in his office.

~~and~~ An inspection memorandum should also be maintained as required ~~in paragraph 47 of the inspection forms~~ by standing orders

Sec, WS n 1
W.D. 29.3 Finished

To
The Govt Advocate

Copy
28/7/23
Rec'd 1923

List of enclosures.

Copied by

Examined by

WD 1883—GPE—1,000,00—21-12-21

4581
P.

D. O. No. 75

GOVERNMENT ADVOCATE'S CHAMBERS,
PUBLIC OFFICES,
Bangalore....16th April....1924.

Dear Sir,

With reference to your D.O. letter No. P.5673/Cts. dated the 10th April 1924, regarding the proposed rules for the preservation and destruction of records in this office, I write to state that the matter is being worked up in this office, and that the same will be forwarded to Government, for approval, shortly.

Yours sincerely,

C. ABDUL GHANI, Esq., B.A., B.L.,
Assistant Secretary,
General & Revenue Secretariat,
BANGALORE.

26891

2602

In reply please refer to
No. 519.

OFFICE OF THE GOVERNMENT ADVOCATE
IN MYSORE,

Cb 208-22-3

Tel. Address:
"JURIST," Bangalore.

Bangalore...12th December.....1924.

FROM

K. SHANKARANARAYANA RAO, ESQ, M.A., B.L.,
GOVERNMENT ADVOCATE IN MYSORE,
BANGALORE.

13 DEC. 1924

To

The Secretary to the Government
of H. H. the Maharaja of Mysore,
Local & Legislative Departments,
BANGALORE.

SIR,

As desired in Government Order No. P.10628/Cts.208-22-2 dated the 5th May 1923, I have the honour to forward herewith, for the approval of Government, a set of draft Rules, relating to the preservation and destruction of Records in this Office.

I have the honor to be,
Sir,
Your most obedient servant,

K. Shankaranarayana Rao

Government Advocate.

Rules for the preservation and for the Destruction of Records of the Office of the Government Advocate in Mysore, Bangalore.

---

1. All records will be divided into 2 Classes, Viz., (1) Permanent Records, and (2) Temporary Records.

2. The following shall be treated as Permanent Records:-

(1) "From" Register.
(2) "To" Register.
(3) "D.O." Register.
(4) "U.O." Register.
(5) Furniture Register.
(6) Catalogue of Library Books.
(7) Register of Government Appeals filed.
(8) Mysore Gazette, Part.III.
(9) Government Orders relating to the Department.
(10) Adminstration Reports.

3. The following shall be treated as Temporary Records:

COPIES OF RECORDS IN -

(1) Criminal Appeals (including Crl. Mis. Appeals).
(2) Criminal Revision Petitions.
(3) Criminal Petitions.
(4) Criminal Revision Cases.
(5) Civil Cases (Including all Appeals and References under the Income-Tax, Court Fee & Stamp Regulations).
(6) The Mysore Gazette (All exeept Part.III.)
(7) Correspondence - From & To Papers.

4. The following Books and Registers will be retained for the periods noted against them:-

	Period of Retention.
(1) Cash Book.	10 years.
(2) Ledger Re: Civil Cases. ..	10 "
(3) Acquittance Roll. ...	35 "
(4) Office Order Book. ...	35 "
(5) Contingent Order Book. ...	2 "
(6) Contingent Register & Office copies of Contingent Bills.	2 "
(7) Service Registers. ...	3 " after resignation, discharge or retirement.
(8) Character Books of Officials.	3 Do.
(9) Annual Returns. ...	2 Years.
(10) Attendance Register. ...	2 " .

	Period of Retention.
(11) Tappal Register.	2 Years.
(12) Account Book of Service - Postage Stamps.	3 "
(13) Stationery Register.	2 "

(NOTE:-
The Period of retention of these books is fixed in accordance with the Rules approved by Government for the Chief Court, printed on pages 51 & 52 of the Mysore Record Manual Vol. II.)

5. As soon as any letter or communication either from another office or from this office is finally disposed of it shall be filed in the Office - after returning all papers, if any in the nature of original documents such as Deeds, Sannads Etc., to the Offices or - parties concerned.

6. Similarly after the disposal of any case - Civil or Criminal - all papers in the nature of original documents shall be returned to the Courts or officers concerned and copies of evidence, pleadings, Judgment, Etc., shall be filed in order of time.

7. The records and registers classed as "Permanent" shall be kept in the office permanently.

8. The records and papers classed as "Temporary" may be destroyed after a period of 3 years from the date of - final disposal or from the time to which they relate, (excepting item No.7 of Para 3 (From & To papers) which will be - destroyed after the expiry of 10 years.

9. Not later than the 30th April of each year the - office will prepare a list of the temporary records to be destroyed at the end of the Official Year and submit it -

to the

to the Government Advocate for scrutiny and sanction. - After Scrutiny and sanction by the Government Advocate, the records should be destroyed in July of the next Official - year and a note should be entered by the Head Clerk in the list that the records have been duly destroyed - together with the date of destruction.

Government Advocate.

G.R..S VI G 34]

SUBJECT.....

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Diary No. of letter replied to.....2602.....

Section Ch

File No. 208-22

Serial No. 4

General and Revenue Secretariat

( )

Proceedings of the Government of His Highness the Maharaja of Mysore.

the *192*

Date of issue.....2/2/25.....

Signed by.....M. J. S.....

Read—

G.O. no P 10628/Ch 208-22-2 dt 5-5-23 recording the notes of inspection of the office of the Govt. Advocate conducted by the Govt Advocate on 6th & 7th March 1923 and calling for a set of rules for the preservation and destruction of records of that office

2. Letter no S 191/13-12-24 from the Govt Advocate forwarding a set of ~~draft~~ rules for the preservation and ~~Order Thereon No.~~ destruction of records as called for.

order P 4100 (1).

The rules framed by the Govt Advocate for the preservation and destruction of records of his office are suitable and are

May this be

i Printed ?

ii treated as a standing order ?

~~iii published in the Gazette, English Part ?~~

~~iv translated ?~~

~~v placed at the disposal of the press ?~~

~~vi published in the Gazette, Kannada Part ?~~

Received at 3.30 pm Please type the above rules

24/1/25 3.30 pm

31/1

accordingly approved.
(2) The rules a. approved are attached
to this order. ∞

L. L. Secy

do

Re Govt Advocate.

25/12/24.

may this be
(1) passed? - Yes.
(2) treated as a
standing order? Yes.

List of enclosures.

Copied by

Examined by

WD 1883—GPB—1,000,00—21-12-21

S. O.

Government of his Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. P. 4100—Cts. 208-22-4, dated 2nd February 1925.

Rules for the preservation and destruction of records in Government Advocate's Office.

Passes orders framing —

READ—

Government Order No. P. 10628—Cts. 208-22-2, dated 5th May 1923, recording the notes of inspection of the office of the Government Advocate conducted by the Government Advocate on the 6th and 7th March 1923, and calling for a set of rules for the preservation and destruction of records of that office.

2. Letter No. 519, dated 13th December 1924, from the Government Advocate forwarding a set of rules for the preservation and destruction of records as called for.

ORDER No. P. 4100—CTS. 208-22-4, DATED 2ND FEBRUARY 1925.

The rules framed by the Government Advocate for the preservation and destruction of records in his office are suitable and are accordingly approved.

2. The rules as approved are attached to this order.

B. NAGAPPA,
Secretary to Government,
Local and Legislative Departments.

To—The Government Advocate.

Exd.—P. S. R. N.

No. P. 4100—Cts. 208-22-4, dated 2nd February 1925.

Rules for the preservation and for the Destruction of Records of the Office of the Government Advocate in Mysore, Bangalore.

1. All records will be divided into 2 Classes, *viz.*, (1) Permanent Records, and (2) Temporary Records.

2. The following shall be treated as Permanent Records.

1. "From" Register.
2. "To" Register.
3. "D. O." Register.
4. "U. O." Register.
5. Furniture Register.
6. Catalogue of Library Books.
7. Register of Government Appeals filed.
8. Mysore Gazette, Part III.
9. Government orders relating to the Department.
10. Administration Reports.

3. The following shall be treated as Temporary Records.

Copies of Records in—

1. Criminal appeals (including Cri. Mis. Appeals).
2. Criminal Revision petitions.
3. Criminal petitions.
4. Criminal Revision cases.
5. Civil cases (including all Appeals and references under the Income-tax Court Fee and Stamp Regulations.)
6. The Mysore Gazette (All except Part III.)
7. Correspondence—From and To papers.

4. The following Books and Registers will be retained for the periods noted against them:—

		Period of Retention
1.	Cash Book	10 years
2.	Ledger *re* Civil Cases ..	10 ,,
3.	Acquittance Roll	35 ,,
4.	Office Order Book	35 ,,
5.	Contingent Order Book ..	2 ,,
6.	Contingent Register and Office copies of contingent bills ..	2 ,,
7.	Service Registers ..	3 ,, after resignation, discharge or retirement.
8.	Character Books of officials ..	3 do.
9.	Annual Returns	2 years.
10.	Attendance Register	2 ,,
11.	Tappal Register	2 ,,
12.	Account Book of Service Postage Stamps	3 ,,
13.	Stationery Register	2 ,,

5. As soon as any letter or communication either from another office or from this office is finally disposed of, it shall be filed in the office after returning all papers, if any in the nature of original documents such as Deeds, Sannads etc., to the offices or parties concerned.

6 Similarly after the disposal of any case—Civil or Criminal—all papers in the nature of original documents, shall be returned to the Courts or Officers concerned and copies of evidence, pleadings, judgment, etc., shall be filed in order of time.

7. The records and registers classed as "Permanent" shall be kept in the office permanently.

8. The records and papers classed as "Temporary" may be destroyed after a period of 3 years from the date of final disposal or from the time to which they relate, (excepting item No. 7 of para 3 (From and To papers) which will be destroyed after the expiry of 10 years.

9. Not later than the 30th April of each year the office will prepare a list of the temporary records to be destroyed at the end of the Official Year and submit it to the Government Advocate for scrutiny and sanction. After scrutiny and sanction by the Government Advocate, the records should be destroyed in July of the next official year and a note should be entered by the Head Clerk in the list that the records have been duly destroyed together with the date of destruction.

W D 1635—GPB—350—14-2-25